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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

11 March 1954

1. Colonel White reviewed recent activities and decisions of the CIA Career Service Board:

(a) The Board has been considering a proposal that all personnel promotions be based on competitive principles. However, the Board has concluded that adoption of this plan should be deferred until experience is gained from the operation of the recently instituted system for putting supergrade promotions on a competitive basis. For the present, the Board requested that a promotion time-in-grade formula be prepared and submitted to it for early consideration.

(b) The Board has discussed plans for systematic personnel rotations. One plan proposed to the Board provided for earmarking 120 positions for this purpose to support junior and middle level employees for rotations lasting as long as five years. A committee representing the DD/A, the AD/P and the Director of Training was appointed and instructed to develop a plan under which a small, select number of personnel (based on quotas assigned to the major organizations) would be named for rotation outside their offices in accordance with plans for their career development projected by their office career service boards. General monitoring of the program would be the responsibility of the CIA Career Service Board.

(c) Currently the Board is considering a plan submitted by the Office of Training for the utilization of personnel whose qualifications make them experts in specific fields, but for whom no one office has sufficient work requirements to warrant retention on a full-time basis. The OTR plan is to set up ten "multi-purpose slots" in OTR and to detail the personnel assigned to these slots to various offices requiring part-time use of the particular skills which these persons have. The ten "multi-purpose slots" would be established in OTR by transfer of personnel ceiling spaces from the various CIA components. No decision has yet been reached.

2. Colonel White noted that the results of a recently completed study indicated that generally office heads of the DD/A organization were alert to the opportunities for training personnel through facilities outside CIA.

He said that, in accordance with Regulation [REDACTED] he was availing himself

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of his authority to delegate to office heads the function of endorsing such external training requests directly to OTR, except when participation in Defense Department schools and colleges and the Advanced Management Course at Harvard University was involved. Requests for training at these latter institutions will continue to require approval from the Office of the DD/A.

3. The Office of Training has published three announcements pertaining to forthcoming external training programs available to CIA personnel. These were summarized by Colonel White; he urged that everyone who might be eligible for participation be informed:

(a) National War College and Industrial College of the Armed Forces; applications for attendance are due in Office of DD/A by 15 March 1954.

(b) Navy War College, Air War College and Army War College; applications due in Office of DD/A by 1 April 1954.

(c) Harvard University Advanced Management Program; applications due in Office of DD/A by 1 April 1954.

4. Colonel White said that Mr. Stanley Grogan's press and information liaison functions were being quietly but effectively performed. From time to time office heads have advance information of situations which may develop into problems of a public relations nature. When this is the case, a call to Mr. Grogan will give him the opportunity to be prepared to answer outside inquiries, or to take other appropriate action.

5. Colonel White indicated that the Director had given final approval to the proposal that his Office be moved to the South Building. He said that plans were now being developed for moving the various offices affected by the Director's decision.

6. Much progress has been made toward reaching the objective of bringing CIA T/O and ceiling figures into alignment. The aim to have a single set of figures to denote both T/O and ceiling was carried out in connection with the recently approved DD/P T/O; several individual DD/I Office T/O's which were processed within recent weeks have followed this principle. Colonel White noted, however, that the DD/A still had a sizeable gap between the total for ceiling and T/O authorization. He said that the Office of Personnel could ensure that, notwithstanding the elimination of T/O margins, an adequate number of applicants could be kept in the supply pipeline to fill needs resulting from personnel attrition.

7. Mr. [REDACTED] representing OTR, said that the first DD/I Intelligence Refresher Course had been completed. He said that OTR would welcome suggestions or comments based on the views of the participants.

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8. The proposal made by Senator Mansfield for a Joint Congressional Committee on Intelligence Matters was summarized by Mr. Pforzheimer.

9. Mr. Garrison reported that the Logistics Office was making steady progress in its capacity to fill requisitions for stock items directly from Warehouse, rather than by separate purchase. Ninety-five per cent of the requisitions in this class are now supplied through Warehouse issue.

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